

## **How Facilities Administration Awards Contracts**

To be awarded a State contract, you must meet the following requirements:

1. Your bid must be the lowest responsive bid of all submitted. Responsive means that you have met all of the criteria established in the bidding documents typically required with your bid submittal.
2. Your bid must be responsible. The bidder is not responsible if the bidder has a felony conviction, lack of adequate experience, inadequate financing etc. to finish the project, has been previously terminated, misrepresented or concealed material facts. These items are typically reviewed after the bid.
3. You must comply with the State's policy on equal employment opportunity. This compliance is established by the issuance of a "Certificate of Awardability", if the bidders base bid is \$100,000 or more. The bidder is responsible for securing all pertinent information from the Michigan Department of Civil Rights before bidding. Failure to provide a valid Certificate of Awardability or to have a completed application on file with DCR prior to bid opening will result in the bid not being considered. Information on this policy may be obtained by contacting:

*Michigan Department of Civil Rights  
Cadillac Place  
3054 West Grand Boulevard, Suite 3-600  
Detroit, MI 48202  
Phone: 313-456-3822  
Fax: 313-456-3826  
WATS: 800-482-3604  
TTY: 877-878-8464*

*Note: Due to recent processing improvements by the Department of Management & Budget (DMB) and the Department of Civil Rights (DCR) concerning certificates of awardability, consideration may be given to bids received while final certification is still pending. In order to qualify for such consideration a bidder who does not possess a certificate of awardability valid through the bid opening date must do each of the following:*

- *Notify MDCR in writing, by sending a facsimile (fax) to 313-456-3826 at least 3 business days prior to the bid opening date, that the bidder has submitted a bid contingent upon a pending Certificate of Awardability. Notice shall indicate the contract bid upon, the scheduled bid opening date, the name and phone number(s) of a contact person able to speak for the bidder on the subject of awardability, and the date on which the bidder's application for certificate of awardability was initially filed.*
- *Ensure that all information required on the application for Certificate of Awardability was provided to MDCR*

4. If you are claiming status as a business owned by persons with disabilities, you must be certified by the Michigan Department of Civil Rights. Information on this certification may be obtained from the Michigan Department of Civil Rights at the address listed in Item 3.

5. You must comply with the state law that requires you to furnish a surety company performance bond and payment bond for the protection of the State, subcontractors, material suppliers and laborers on every job contracted by the State - if the amount involved is more than \$50,000.00. Information on this requirement may be obtained by contacting:

Michigan Department of Management and Budget  
Facilities Administration, Design and Construction  
Second Floor, Stevens T. Mason Building  
P.O. Box 30026  
Lansing, Michigan 48909  
Phone: 517-241-0122

6. You must have liability insurance against damage to property that is owned by the State.

7. You must have full coverage under the Worker's Compensation Law.